

**701—2.7(421,17A) Docketing.** Appeals shall be assigned consecutive docket numbers. Records must be maintained by the secretary for the state board consisting of the case name and the corresponding docket number assigned to the case. The records of each case shall also include each action and each act done, with the proper dates as follows:

1. The title of the appeal;
2. Brief statement of the type of tax, year or other period, date of assessment, refund denial, and the amount involved including tax, penalty, interest and costs;
3. The manner and time of service of notice of appeal;
4. The appearance of all parties;
5. Notice of hearing, together with manner and time of service; and
6. The decision of the state board or other disposition of the case and the date.